

EPA Official Record

Mail ID: 57d66a34dcc24dcaa79506dfd9030c23

From: Aoyama, Joyce

To: Suzuki, Debra

Copy To: Wells, Mike; Kahlo, Meaghan

Delivered Date: 08/07/2014 07:24 PM EDT

Subject: RE: Records Question

Hi Debra,

If they are just print outs of what is entered into the PARS database they are convenience copies (not records). The actual database is covered by schedule [EPA 0107](#). All other Supervisor files would be under [EPA 0122](#). I'll be out tomorrow and Monday and back on Tuesday. Mike Wells will be here tomorrow and Meaghan is here on Monday. Please feel free to contact us with questions. Thanks!

Thank you,

Joyce Aoyama
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From: Suzuki, Debra

Sent: Thursday, August 07, 2014 4:08 PM

To: Aoyama, Joyce

Subject: Records Question

Hi Joyce. I have a question about whether supervisors' copies of PARS agreements (for current or former employees) are considered records. HR keeps the official copy I believe. I tried looking through the records schedules, but I wasn't sure.

Thanks for your help!

Debra